



BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION

Physical Address: 400 "R" Street, Suite 5000 Sacramento, CA 95814-6200
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Phone: (916) 445-3427 FAX: (916) 323-6571

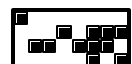


INSTRUCTIONS FOR AGENT'S PERMIT APPLICATION

1. Submit one complete application per Agent.
2. In the event that the institution which the applicant intends to represent does not have approval to Operate in California, the application must be accompanied by the following information:
 - a. A copy of the school catalog or brochure;
 - b. A description of the placement assistance provided, if any;
 - c. Representative copies of media advertising and promotional literature;
 - d. A copy of each form used; student enrollment agreement, contract, and any instruments evidencing indebtedness;
 - e. The name and California address of a designated agent (or any living person) upon whom any process notice, or demand may be served within California.

One set of information per school is acceptable when there is more than one applicant.

3. For all new applications, complete and submit one fingerprint card with the application. Provide all of the information requested. Do not fold the fingerprint card. Clear prints must be taken by a law enforcement or other qualified agency.
4. Submit a Surety Bond in the penal sum of \$25,000 issued in favor of the Bureau for Private Postsecondary and Vocational Education to cover the period of the permit. Surety Bond forms are available on request.
5. Submit the appropriate application fee, with the check made payable to the Bureau for Private Postsecondary and Vocational Education or B.P.P.V.E.
 - a. Original Applications: \$100.00 per applicant. Cost includes fingerprint card processing through the Department of Justice.
 - b. Additional Application: \$51.00 per additional school represented by Agent. Does not require additional fingerprint card.
 - c. Renewal Application: \$55.00 per applicant (if application is received prior to December 31). Does not require fingerprint card if already on file.
6. The applicant is responsible for making certain every item of the application is complete and legible. Incomplete or illegible applications will be returned unprocessed.
7. Agent's Permits are issued with the applicant's home address, however, the Agent's Permits are mailed directly to the institution being represented.
8. A Private School Agent's Permit is valid during the calendar year (January 1 through December 31) for which it was issued. Expired permits cannot be renewed. Renewal notices will **not** be sent to Institutions in advance of the December 31 expiration date.





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Application for Calendar Year 20

In Compliance with Education Code 94940

Type of Application: ☐ Original ☐ Additional Permit ☐ Renewal

Date: / /

PART I - TO BE COMPLETED BY SCHOOL BEING REPRESENTED

1. Name of School

2. Name of Applicant for Agent Permit

3. School's Address (Number, Street)

4. Name of School Official

5. City State Zip

6. Telephone Number of School Official
() /

7. Above named school is owned by

8. Owner is

☐ A corporation ☐ An individual ☐ A partnership ☐ Other

9. If corporate, give state in which certificate of corporation is filed:

10. If the school is licensed or approved by any state agency in the state in which it is located (other than California), give the full name and address of such agency

DECLARATION

I declare under penalty of perjury that the foregoing and all attachments here to are true and correct except as to those matters stated on information and belief, and as to those matters, I believe them to be true.

11. Signature of declaring school official (name official named above)

12. Date Signed / /

(If this application is executed outside of the State of California, it must be notarized)

PART II - TO BE COMPLETED BY AGENT

13. Social Security Number - -

14. Check "Yes" and attach full explanation if you have ever had a credential, license, or certificate denied, revoked, or suspended; if you have ever been dismissed from any position of employment; or if you have ever pled guilty to; been found guilty of; or entered a plea of "nolo contendere" to a felony or misdemeanor charge other than a minor traffic offenses. For purposes of answering this question, the expungement provisions of Penal Code Sections or 1203.4a shall have no effect. ☐ Yes ☐ No

DECLARATION

I declare under penalty of perjury that the foregoing and all attachments hereto are true and correct, except as to those matters stated on information and belief, and as to those matters, I believe them to be true.

15. Signature

16. Date Signed / /

17. Full name of applicant

18. If applicable, give maiden name

19. Business Address (number, street)

20. Residence Address (number, street)

21. City State Zip

22. City State Zip

23. Business Phone Number: () -

24. Home Phone Number: () -

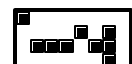
25. Name of school being represented

26. Driver's License No.

State

27. Agent Date of Birth: / /

28240





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SURETY BOND For Agent and Agency Permits

Check one: ☐ Individual ☐ Blanket

BOND NUMBER _____

In compliance with Education Code 94940

KNOW ALL MEN BY THESE PRESENTS:

That we, the PRIVATE SCHOOL, as Principle, and SURETY COMPANY, a corporation duly organized and existing under and by virtue of the laws of the state of our residence, within or without the State of California, and authorized to transact business in the State of California, as SURETY, are held and firmly bound unto the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, of the State of California, to fully indemnify any person for material loss suffered as a result of any fraud or misrepresentation by said Principle or any Agent engaged by him or her, used in connection with the solicitation for the sale, or the sale, of any course of study to such person by said Principal and in the penal sum of _____, lawful money of the United States of America in respect to the Principal and in the penal sum of _____, in respect to each such Agent, for the payment of which will and truly be made, we hereby bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that:

WHEREAS, Representatives who intend to solicit business for the Principal may from time to time apply for a permit to solicit such business pursuant to the provisions of California Education Code Section 94940.

NOW, THEREFORE, if such permit shall be issued, and no student enrolled in such course shall suffer loss as the result of any fraud or misrepresentation by the Principal of any Agent thereof, then this obligation shall be void, otherwise to remain in full force and effect.

Any person who sustains a material loss by this bond shall have the right in his or her own name to commence and maintain an action against the Principal and surety on such bond for the recovery of the amount of the material loss resulting from such injuries, or any of them, together with court costs, including a reasonable attorney's fee fixed by the court, but the aggregate liability of each such Agent.

This bond shall be effective on the date shown below and shall remain effective until cancelled with thirty (30) days prior written notice to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814

IN WITNESS WHEREOF the Principal and Surety have hereunto set their hands on the dates shown.

FULL LEGAL NAME of Agent Applicant covered by this
Individual Surety Bond

PRINCIPAL (Name of School)

By person for the Principal

Principal Address

City State Zip

Telephone
() -

Bond Effective Date
/ /

Signature

Date
/ /

FULL LEGAL NAME of Agent covered by the Blanket Surety
Bond

SURETY (Name of Company)

By person for the Surety

Surety Address

City State Zip

Telephone
() -

State of incorporation

Signature

Date
/ /

